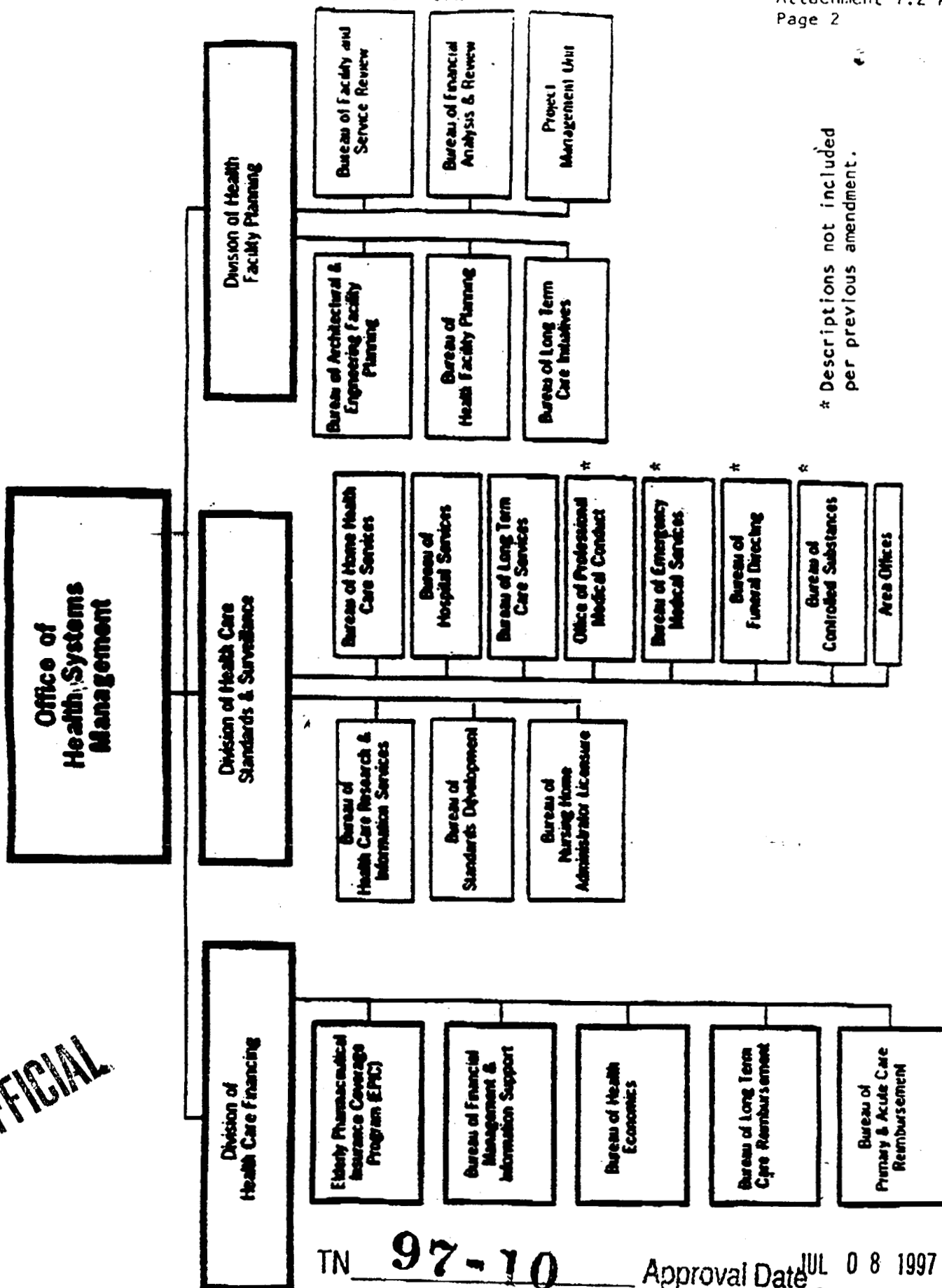


**OFFICIAL**

TN **98-47** Approval Date **FEB 18 1999**  
Supersedes TN **97-10** Effective Date **OCT 1 1998**

New York



\* Descriptions not included per previous amendment.

OFFICIAL

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN 85-8 Effective Date OCT 01 1996

**Organizational Unit: Division of Health Care Standards and Surveillance**

The responsibilities discharged through the Division of Health Care Standards and Surveillance support the Department's mandated purposes of protecting, promoting and preserving the health of the residents of New York State. The Division's activities, include setting the minimum inspection of facilities needed to monitor and enforce those standards to safeguard the health of the State's entire population, regardless of geographic location or ability to pay. From the newborns in hospitals to the elderly in nursing homes, the constant surveillance of the full spectrum of medical services provided to the State's varied population groups serves to reduce morbidity and mortality by enduring that those services meet Federal and State requirements. This surveillance process includes not only the routine inspection of providers, but also the investigation of all complaints received. Whether they are the frail elderly of the State's population, or the developmentally disabled children, the surveillance of health care providers helps to ensure that the quality of their lives reaches optimal levels.

The Division discharges its responsibilities through two groups, the Health Care Standards and Analysis Group and the Health Care Surveillance Group.

The Health Care Standards and Analysis Group is comprised of the following bureaus:

1. Bureau of Standards Development
2. Bureau of Health Care Research and Information Services
3. Bureau of Nursing Home Administrator Licensure

**OFFICIAL**

The Health Care Surveillance Group is comprised of the following three bureaus:

1. Bureau of Hospital Services
2. Bureau of Long Term Care Services

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN 85-8 Effective Date OCT 01 1996

New York

Attachment 1.2-A

Page 4

### 3. Bureau of Home Health Care Services

The Group's surveillance function is discharged through area offices located in Albany, Buffalo, Rochester, Syracuse, New York City and New Rochelle. In addition, the New Rochelle area office operates a sub-office on Long Island.

Staff resources are directed toward meeting objectives which will ensure the provision of accessible, efficient, effective and high quality health care services.

**OFFICIAL**

TN **97-10** Approval Date **JUL 08 1997**  
Supersedes TN **New** Effective Date **OCT 01 1998**

Organizational Unit: Bureau of Standards Development

The Bureau develops health care standards necessary to implement Federal and State legislation applicable to all types of health care providers and services. These standards include facility or agency operating standards and standards governing the quality and availability of services provided under the Medical Assistance Program (Medicaid). In addition to the revision and modification of standards related to established forms of health care services, the Bureau is responsible for the formulation of standards dealing with new and innovative program areas. The Bureau also staffs the Code Committee of the State Hospital Review and Planning Council.

The Bureau, through its Pharmacy Unit, maintains the list of drugs eligible for reimbursement under the NYS Medicaid program, and the list of drugs eligible to be substituted for brand name prescription drugs under the NYS Generic Drug Substitution Program. Pharmaceutical provider plans, to ensure compliance with the Drug Imprinting and Labeling Law, are monitored by the Pharmacy Unit. In addition, support is provided to the EPIC (Elderly Pharmaceutical Insurance Coverage) program to determine the appropriateness of drugs covered under that program.

The Bureau has responsibility for the administration of Medical Assistance Program training funds and assists in the development of specific training initiatives.

The Bureau serves as the primary resource to the OHSM on the qualifications and scope of practice of particular professions. The staff includes administrative as well as professional personnel in various clinical care disciplines including dentistry, medicine, nursing, occupational therapy, pharmacy, and social work.

**OFFICIAL**

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN New Effective Date OCT 01 1996

Organizational Unit: Bureau of Health Care Research and Information Service

The Bureau of Health Care Research and Information Services (BHCR/IS) staff generate and maintain data registries in support of the Division's standard setting and surveillance activities and coordinate health care research and analysis activities throughout the Division. These services, provided through the use of quantitative analysis, management science and electronic data processing, enhance the Division's ability to meet its objective of assuring that the State's health system provides high quality care, thus reducing morbidity and mortality.

The Bureau has four organizational units:

- o Systems Development: This unit is responsible for the planning and implementation of mainframe user systems and user portions of production systems that support the regulatory missions of the Division.
- o Policy Analysis: This unit is responsible for providing quantitative policy analysis and program evaluation services to the regulatory bureaus within the Division and to OHSM executive staff.
- o Personal Computer/Data Communications Support and Application Programming: This unit is responsible for the completion of all special purpose computer programming tasks requested by executive or program staff, and for the installation and support of PC equipment, terminals and printers throughout the Division.
- o Information Systems and Health Statistics Group (ISHS) Liaison: An individual has been designated for lead responsibility in coordinating day-to-day contacts between Division staff and ISHS. In addition to facilitating Divisional access to ISHS services, this arrangement provides a quasi-management link to the production programmers assigned to the Division.

**OFFICIAL**

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN New Effective Date OCT 01 1998

Organizational Unit: Bureau of Nursing Home Administrator Licensure

The activities of the Bureau of Nursing Home Administrator Licensure help to ensure the provision of appropriate and necessary health care services to the chronically ill and frail elderly population residing in nursing homes in New York State.

The Bureau of Nursing Home Administrator Licensure (BNHAL) services as staff to the New York State Board of Examiners of Nursing Home Administrators. The Board is responsible for establishing standards of education, training, and experience and providing for the examination, licensure, and registration of nursing home administrators in New York State. Currently, there are 3,650 individuals licensed as nursing home administrators in New York State.

The Board is also responsible for initiating disciplinary action against administrators who violate provisions of Article 28-D of the Public Health Law, which defines the practice of nursing home administration. The Board may suspend, revoke, annul or censure the license or registration of an administrator for violations of the Public Health law. In addition, the Board may assess civil penalties against administrators when it deems appropriate.

**OFFICIAL**

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN New Effective Date OCT 01 1996

Organizational Unit: Bureau of Home Health Services (HHS)

The Bureau of Home Health Services has six primary areas of program responsibility: 1) regulation and certification of Certified Home Health Agencies (CHHA), 2) licensure and regulation of home care service agencies, 3) development and implementation of the Long Term Home Health Care Program (LTHHCP), 4) certification and regulation of the Hospice program, 5) development, implementation and evaluation of the Chapter 831 Home Health Care Grant program and Home Health Grant Training program, and 6) provision of staff support to the State Council on Health Care Services. The Bureau is responsible for coordinating the activities of program staff in these areas through the six OHSM area offices.

The development of cost effective and high quality noninstitutional alternatives is the common thread which unifies the Bureau's major responsibilities. Each major program area is developmental in nature when compared to the more traditional forms of health delivery. A major focus of Bureau activity is the creation and implementation of innovative surveillance protocols for assuring quality in the care delivered by such programs. The facilitation and revision of legislation, regulations, and policies to create the proper environment for the development and competitive existence of home based programs is also a major component of such ongoing activities.

**OFFICIAL**

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN ~~Now~~ Effective Date OCT 01 1996



Organizational Unit: Bureau of Hospital Services

The primary goal of the Bureau of Hospital Services is to promote and assure the quality of inpatient, outpatient and emergency room care provided in the 268 hospitals established under Article 28 of the Public Health Law..

In the assurance of regulatory compliance, the Bureau's programs include a comprehensive Article 28 survey program, targeted Article 28 surveys, complaint investigation surveys, the incident reporting program, character and competence reviews as part of the certificate of need process, and Title XVIII surveys. In addition, the Bureau initiates enforcement actions against facilities to ensure regulatory compliance.

During the 1988-89 fiscal year, the Department consolidated its Utilization Review (UR) program, and as a result, the Department now has one Medicaid UR agent for upstate New York (Network Design Group) and one for the New York City and Long Island region (Island Peer Review Organization). The actual review activity is being conducted through contractual arrangements with these two medical review groups.

#### Comprehensive Article 28 Survey Program

The comprehensive Article 28 survey program is designed to focus on patient outcomes through the assessment of quality of patient care and the effectiveness of internal hospital quality assurance systems.

**OFFICIAL**

TN 97-10 Approval Date JUL 08 1997  
Supersedes TN New Effective Date OCT 01 1998

## Organizational Unit: BUREAU OF LONG TERM CARE SERVICES

The Bureau of Long Term Care Services is the central program office responsible for the Office of Health Systems Management's long term care regulatory activities. The Bureau is responsible for directing the area office surveillance program as specified by the Health care Financing Administration under the 1864 Agreement designating the Department of Health as the state surveillance agent for nursing homes. The program is required to enforce facility operating standards and monitor the quality of care delivered to approximately 103,714 patients/residents residing in 628 long term care facilities as specified in Titles XVIII/XIX of the Federal Social Security Act and Article 28 of the Public Health Law.

As the central, coordinative point for the survey process, the Bureau must assure that long term care standards are enforced effectively and uniformly throughout the State. The Bureau's activities are directed at ensuring that the State's skilled nursing facilities are providing all services and care necessary to enable each resident to achieve his or her highest practicable level of physical, mental, and psychosocial well-being as required by federal regulation.

The activities of the Bureau of Long Term Care Services are carried out by three separate units within the Bureau: (1) Quality Assurance, Complaint Investigation, and Enforcement; (2) Surveillance Program Operations and Development; and (3) Facility Operations and Control.

**OFFICIAL**TN 97-10 Approval Date JUL 08 1997Supersedes TN New Effective Date OCT 01 1996